

**WW Engineering & Science, Inc.**

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July 16, 1992



Mary Beth Novy  
U.S. Environmental Protection Agency  
77 West Jackson Blvd., HSRW-6J  
Chicago, IL 60604

RE: Field Investigation at the Albion-Sheridan Township Landfill

Dear Mary Beth:

I have outlined below the steps necessary for the initiation of the field investigation at the Albion-Sheridan Township Landfill site. A detailed understanding of the interdependence of field investigation activities on both WWES' and U.S. EPA's part will allow the investigation to run smoothly. The steps necessary to initiate the process are as follows:

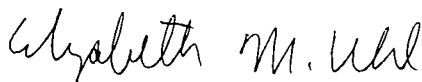
1. Project Plan and Work Budget approval by U.S. EPA Contracting Officer.
2. EPA will need to secure access approval to all properties that we will potentially be accessing during the course of the investigation.
3. Notice to Proceed for the Surveyors by WWES: Per the contract, the surveyors are obligated to install the grid and coordinate system within 30 days of notice to proceed. The remaining tasks are required to be completed within 90 days of notice to proceed. While the 90 days appears to be a lengthy amount of time, research of property ownership and preparation of the base map may require this amount of time.
4. Surface Geophysics by WWES: Upon completion of the installation of the site grid and coordinate system, WWES is prepared to begin the surface geophysical survey. Based on the current project schedule, this will allow the interpretation of the surface geophysical survey data and selection of initial drilling locations to be completed prior to mobilization of the drillers to the site.
5. Site Support/Fencing Subcontract Approval by U.S. EPA Contracting Officer: The site support/fencing subcontract was sent to the U.S. EPA Contracting Officer (James Willis) on July 13, 1992. Because the amount of the subcontract is over \$25,000, it will need approval by the U.S. EPA Contracting Officer. Any effort on your part to encourage them to expedite their review of the contract will likely speed up the approval process.

6. Notice to Proceed for the Site Support/Fencing Contractors by WWES: Upon approval by the U.S. EPA Contracting Officer, the notice to proceed will be issued. Per their contract, the subcontractors are obligated to complete the field support area portion of the work within 21 days of notice to proceed. The remaining task (the fence) is required to be completed within 45 days of notice to proceed. The boundary survey will need to be completed, however, in order to allow the placement of the fence. Have negotiations with Brooks been initiated in order to move the fence to the west of the western border of the site?
7. Receipt of Drilling Subcontract Bids (due to WWES on July 21, 1992): WWES will review and forward them to James Willis at U.S. EPA for approval.
8. Drilling Subcontract Approval by U.S. EPA Contracting Officer: In preparing our existing schedule, we have budgeted four weeks for the U.S. EPA Contracting Officer to approve the drilling subcontract bid. Efforts made on our behalf to ensure that contract approval is received within four weeks will assist us in attaining our projected start date.

Your cooperation and perseverance for U.S. EPA efforts will assist us greatly and hopefully will allow for a speedy commencement of field activities. We will be working closely with each subcontractor to coordinate their work with project schedule needs. This will ensure the most timely completion of each critical portion of their work in relation to other RI field investigation activities.

Sincerely yours,

WW ENGINEERING & SCIENCE, INC.  
ENVIRONMENTAL SERVICES DIVISION



Elizabeth M. Uhl  
Site Project Manager

Enclosure

cc: James Willis, CO, U.S. EPA  
Pat Vogtman, PO, U.S. EPA  
Rick Trippel, WWES  
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